



Human Resources Management Capabilities' Descriptions



<p>Manage Organization- This capability is associated with managing the human resources (HR) infrastructure for Department of Defense (DoD) organizations. This capability includes managing the implementation of DoD mission plans by formulating force structure, strength projections, accession targets, and distributing peacetime authorizations and wartime requirements.</p>	<p>Manage Travel- This capability is associated with documenting all types of official travel (e.g., initial hire/first duty station travel, temporary duty [TDY] travel, Permanent Change of Station [PCS] travel). This capability also includes verifying a travel authorization; verifying required documentation; validating a traveler's eligibility and credentials (e.g., security clearance, passport, visa, foreign area clearance); initiating and finalizing travel requests and authorizations; gathering information necessary to create a travel authorization for individual or group travel; verifying fund availability; arranging travel accommodations (e.g., airlines, rental car, lodging); estimating travel costs; processing obligations for the expenses estimated on the authorization by the traveler; and reimbursing the traveler for expenses incurred by means of a created and approved payment voucher.</p>
<p>Manage Personnel Development- This capability is associated with enhancing a person's personal professional skills, such as managing personnel classification, competency development, and career path. This capability also includes capturing a person's credential information, identifying training and education eligibility requirements, managing class seat quotas, courses, resources, as well as cataloging and scheduling personnel development resource utilization.</p>	<p>Manage Compensation and Reimbursements- This capability is associated with determining eligibility for reimbursement or compensation, determining reimbursement amount, earnings and deductions, authorizing reimbursement payments, and certifying the reimbursement expense and payroll information. Compensation and reimbursements may include (but not be limited to) special pays, allowances, Human Resources (HR) entitlements, travel vouchers, pay adjustments, allotments, bonds, garnishments and offsets, as well as payroll and tax withholding reporting (e.g., leave and earnings statement, personal statement of military compensation, W-2 statement of wages).</p>

<p>Manage Personnel Retention- This capability is associated with processing Members for enlistment extension, reenlistment, involuntary retention, and special category agreements. This capability also includes executing the personnel retention program, providing counseling to thoroughly explain each personnel agreement and corresponding service obligation, ensuring continued eligibility for retention, and finalizing the personnel agreement.</p>	<p>Manage Human Resources Information- This capability is associated with managing Human Resources Information (i.e., Human Resources Profiles and Human Resources Record). This capability includes the creation, maintenance, use, and execution of disposition actions. This capability also includes distributing and reporting Human Resources Information to support personnel record requests, interagency processes, mission requirements, and sharing of personally identifiable information (PII) for identity management purposes, visibility, and availability of personnel. Human Resources Information is for limited access to authorized personnel only.</p>
<p>Manage Separation and Retirement- This capability is associated with terminating affiliation with accessed persons (e.g., military, civilian, coalition force members, volunteers, contract personnel) by the DoD. This capability may include (but not be limited to) managing voluntary military separations (e.g., resignations, contract completion), managing involuntary military separations (e.g., adverse actions, death), managing military retirements, managing civilian personnel separations/retirements, non-DoD personnel separations, and managing transition assistance programs. Both separations and retirements are implemented through appropriate activities which include issuing and updating checklist items (e.g., tasks, appointments), performing final out-processing functions (e.g., exit interview, travel arrangement), documenting the termination of the specific affiliation, initiating transfer actions where appropriate, and identifying losses which are then used to identify replacement needs.</p>	<p>Administer Legal Personnel Programs- This capability is associated with managing resolution facilitation and the administration of adverse action (judicial and non-judicial) for persons within DoD legal oversight. Resolution facilitation refers to those person-related activities outside of a court of law, such as mediation and arbitration, that may be used in an attempt to settle a dispute between two or more parties (e.g., government agency, citizen, corporation). Adverse actions can be based upon misconduct, unacceptable performance, or both that can lead to legal actions and non-disciplinary actions such as medical inability to report for duty, separation, or furlough that can lead to administrative actions.</p>
<p>Account for Personnel- This capability is associated with accounting for time, absence, and labor, performing leave and absence administration, and managing personnel casualty and Line of Duty (LoD) determination process.</p>	<p>Manage Recruiting and Accession- This capability is associated with recruiting, identifying, evaluating, and selecting applicant(s) to fill a position or organizational requirement and hiring/accessing applicants against positions (e.g., planning and identifying placement requirements, determining applicant's eligibility and suitability, in-processing selected applicants, and accepting individuals into the DoD).</p>
<p>Manage Adverse Actions- This capability is associated with validating the alleged offense, determining disciplinary actions, and administering adverse actions results. Adverse Actions can be based upon misconduct and/or substandard performance that result in legal or administrative actions against a Member by an appropriate military authority. Adverse legal actions may include non-punitive, non-judicial, and court-martial proceedings. Penalties may include (but not be limited to) reduction in rank, involuntary discharge, documentation of substandard performance, promotion list removal, or a sentence for confinement.</p>	<p>Manage Assignment and Transfer- This capability is associated with assigning or transferring DoD Members and Employees to positions. This capability includes administering assignment actions, executing individual assignment, processing inter-Service and intra-Service transfers, transferring Members between military personnel classes and to and from active duty, and generating the transfer order.</p>
<p>Manage Performance- This capability is associated with administering the performance evaluation process, personnel grade change (i.e., promotion and demotion), recognition programs, and physical fitness programs.</p>	<p>Manage Military Health Services- This capability is associated with providing direction, resources, healthcare providers, eligibility, enrollment, and other means necessary to promote the health of the DoD TRICARE beneficiary population. This capability also includes developing and promoting health awareness issues to educate customers, discovering and resolving environmentally-based health threats, providing health services, providing preventive care and problem intervention, and improving the means and methods for maintaining the health of the beneficiary population by constantly evaluating the performance of the healthcare services system.</p>
<p>Manage Physical Evaluation Process- This capability is associated with conducting Physical Evaluation Board (PEB) or validating the physical evaluation appeal request that results in a physical evaluation disposition of a Member to return to duty or separate/retire.</p>	<p>Manage Human Resources Policy and Guidance- This capability is associated with developing and coordinating the Human Resources Management (HRM) policy and guidance and providing a decision on the proposed HRM policy and guidance. This capability is also associated with establishing HR policy and practices, establishing agency performance management strategy, establishing agency HR development management strategy, reviewing laws, regulations, policies, and trends, identifying parity issues, establishing compensation, implementing compensation program, and creating compensation program communications approach and content.</p>
<p>Manage Human Resources Interaction- This capability is associated with managing labor relationships between the agency, its unions and bargaining units, and reviewing, validating, and approving all survey requests that require participation of DoD personnel.</p>	<p>Manage Quality of Life- This capability is associated with maintaining or improving personnel's quality of life. This includes developing policies, future plans, revenue-producing and cost-saving initiatives to support Quality of Life programs, providing budget and program-related guidance, and policy oversight. Quality of Life needs, and programs and actions to address them, are categorized under two general headings: living conditions and duty environment. Quality of Life programs include support for Morale, Welfare and Recreation (MWR), Family Support Services, Recovery Coordination Program (RCP), Social Action Programs (e.g., equal opportunity programs, voting assistance, drug/alcohol treatment and education, sexual harassment counseling), and Employee Assistance</p>

<p>Manage Benefit Programs- This capability is associated with developing, maintaining, assessing and delivering benefit programs for Military and Civilian personnel, Veterans, and family members. Benefit programs may include (but not be limited to) healthcare (e.g., insurance for medical, dental, vision and long term care), education benefits (e.g., Montgomery GI Bill [MGIB], Tuition Assistance Program, Reserve Education Assistance Program [REAP]), life insurance (e.g., Group Life Insurance, Traumatic Injury Protection), retirement planning (e.g., Thrift Savings Plan [TSP]), survivor benefits (e.g., Survivor Benefit Plan [SBP], Death Gratuity) and miscellaneous benefits (e.g., Military family housing, employment assistance, injury, death, and burial benefits, Savings Deposit Plan, Flexible Spending Account Program, Home Owners Assistance Program, and relocation assistance). This capability is also associated with managing the contracted relationship between the DoD eligible civilian employee beneficiaries (e.g., employees, family members, and survivors under Federal Employee Health Benefits [FEHB] or similar programs) and various third-party health insurance programs under contract to the federal government.</p>	<p>Programs.</p> <p>Manage Workforce Occupational Safety Analysis- This capability is associated with managing human resources information and Environment, Safety and Occupational Health (ESOH) control requirements to develop work and training requirements for a job position.</p>
<p>Manage Law Enforcement- This capability is associated with protecting military members, families, and assets of the United States military by enforcing state and federal laws on the installations that have exclusive jurisdiction. Law enforcement activities include activities such as support for House Watch, Child Find, and other applicable programs, maneuver and mobility support operations, area security, police intelligence operations, law and order, and internment/resettlement operations.</p>	<p>Manage Identity Credential- This capability is associated with the management of all DoD identity credentials (Identity Cards (e.g., Common Access Card (CAC), Personal Identity Verification (PIV) Card, ID tags, unit controlled cards)) and the management of information associated with them (e.g., Personal Identification Numbers (PIN) numbers, applets, identity and biometric information) for Employees, Members, contractors, and dependents. This includes reviewing PII as well as issuing, maintaining, and revoking identity credentials for access control applications.</p>
<p>Manage Security Services- This capability is associated with facilitating the personnel security clearance process, clearing industrial facilities, providing related technology implementations, and planning security education and training. This capability includes determining and tracking individual personnel clearances (managing personnel security) as well as supporting the National Industrial Security Program.</p>	<p>Administer Grievance Process- This capability is associated with initiating, processing, resolving and documenting a formal complaint related to co-worker/peer or management actions in regard to an Employee or Member (e.g., administrative grievances, sexual harassment complaints, sexual assault case, and Labor/Union grievances). This capability may include (but not be limited to) determining the type of grievance and providing a resolution on the grievance. This capability is also associated with requesting accommodation, determining accommodation needs, and putting reasonable accommodations into place.</p>